

POLICE CONTRACT ADMINISTRATOR

DISTINGUISHING FEATURES

The fundamental reason the Police Contract Administrator exists is to provide support to the Police department for two distinct programs, Parking Enforcement and the Focus on Safety program. Acts as the liaison between Police, City Court, and the Prosecutors Office on issues relating to day-to-day operations. This classification performs responsibilities under general direction from the Traffic Enforcement Lieutenant.

ESSENTIAL FUNCTIONS

Manages and administers the Parking Enforcement Processing contract; monitors contract to ensure effective processing of parking violation notices and collection of revenues for the courts. Supervises parking enforcement officers and evaluates their job performance.

Performs contract administration duties in conjunction with the Focus on Safety program including auditing for contract compliance, approval of vendor payments, and resolving contract problems.

Communicates effectively and in writing with public groups and the media in providing information about programs.

Serves as a liaison with the City Court and City Prosecutor's Office on operational issues including citation amendments, officer court scheduling, and other activities affecting the Police Department. Serves as a member of the management team to address overall needs and concerns.

Performs additional responsibilities in support of customers and staff.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

A law enforcement and/or judicial environment are preferred.

The development, monitoring and administrating of contracts is preferred.

Contract Law and the methods, procedures and practices used in contract administration.

Ability to

Handle multiple projects simultaneously and use sound judgment in prioritizing work assignments.

Establish and maintain effective working relationships with City officials, co-workers, and the general public.

Obtain a valid Arizona driver's license and no major driving citations within the past 39 months.

Operate a variety of standard office equipment including a personal computer and a variety of computer software, copy and facsimile machines, telephone, and 10-key calculator that require continuous and repetitive arm or hand and eye movement.

Evaluate and analyze bid and contract provisions to ensure compliance with City policies, public procurement and contract law.

Work independently and under pressure.

Comprehend and make inferences from complex written material and verbal and/or written instructions.

Make mathematical calculations and draw logical conclusions. Analyze vehicle collision data and other traffic enforcement matters and statistical information to establish deployment strategies.

EDUCATION AND EXPERIENCE

Requires a Bachelor's degree in Business Administration, Public Administration, Criminal Justice, or a related field. Professional experience equivalent to a college degree may be considered. Media relations and public speaking experience preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified